



Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

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INSPECTION DETAILS FOR:

St. Louis County Jail

Address: 4334 Haines Road, Duluth, MN 55811

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Jen Pfeifer – Senior Detention Facility Inspector **Inspected on:** 04/04/2023 to 04/05/2023

Inspection Method: Facility tour, staff interviews, employee and resident file reviews, related documentation reviews, and video footage review.

Officials Present During Inspection: Captain Brandon Hartwick; Captain Eric Stabs; Jail Administrator Jessica Pete

Officials Present for Exit Interview: Captain Brandon Hartwick; Captain Eric Stabs; Jail Administrator Jessica Pete

Issued Inspection Report to: Captain Brandon Hartwick; Captain Eric Stabs; Jail Administrator Jessica Pete; Sheriff Gordon Ramsey; County Administrator Kevin Gray; Regional Manager Jacob McLellan

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Concerns	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	127	118	5	4	96.06%	Compliance rating of 100%
2911	Essential	103	101	1	1	99.03%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 05/01/2023 **Ends On:** 04/30/2024 **Facility Type:** Jail

Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**

Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** St. Louis County Sheriff's Office

Special Conditions: None.

Approved Capacity Details **Operational Capacity is calculated as a percent of Approved Capacity beds.*

Bed Type	Gender	Approved Capacity	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	197	85	167.45	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 5

- 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility' governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

Inspection Findings:

The facility is not currently meeting the staffing requirements in their indirect supervision areas. The ratio is one correctional staff per 40 inmates and the day of the inspection that specific area was housing 53 inmates with one staff responsible in that area. There is an additional person staffed in the tower in that area, but they are unable to respond to emergencies or help with daily tasks unless all inmates are locked down. The last staffing analysis was completed in 2014.

Corrective Actions:

The facility must provide 2 correctional officers able to respond to emergencies and assist with daily tasks in the indirect supervision housing units when the inmate population exceeds 40. Additionally, the facility must complete and submit a staffing analysis to the Department of Corrections by June 1, 2023.

Response Needed By: 06/01/2023

2. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

Inspection Findings:

Due to the number of intakes the facility is completing in a 24-hour period, the requirements under the rule are not consistently being met. Furthermore, emergency medical information is not being gathered within 2 hours of admission.

Corrective Actions:

If the facility is unable to gather this information upon intake into the facility, the facility shall document the reasons why and document additional efforts to complete the intake process. Inmates who do not complete the intake medical or mental health assessments shall be placed on more frequent checks until such time that the facility is able to complete this process.

Response Needed By: 06/01/2023

3. 2911.2525 ADMISSIONS. Subpart 3. Orientation to rules and services.

A facility shall develop a written policy and procedure that provides: A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

Inspection Findings:

Orientation to rules and services is not being completed during the intake process. The facility has set up the texters so that an inmate has to sign the understanding of the rules prior to being able to use the texter.

Corrective Actions:

The orientation process should be completed by either an officer or by video. Either process shall include the facility rules and services. The orientation should be in a manner in which the inmate understands and shall be documented.

Response Needed By: 07/31/2023

4. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

Inspection Findings:

There was no documentation provided for the required annual fire drill or an emergency evacuation drill.

Corrective Actions:

Emergency evacuation drills shall be conducted even when the evacuation of extremely dangerous inmates may not be included. The annual fire and evacuation drills shall be documented.

Response Needed By: 12/31/2023

5. 2911.5450 DANGEROUS MATERIALS.

A facility shall have a written policy and procedure that specifies that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials must be in accordance with all applicable laws and regulations of governing jurisdictions. The policy must cover control and use of tools and culinary and medical equipment.

Inspection Findings:

Knives and other tools, used in the kitchen, are locked in a secure cabinet and checked twice a day, but there is no list to positively determine if a tool or knife is missing. This was noted in the last inspection.

Corrective Actions:

Establish an inventory list that includes which knives and tools are in the cabinet so each staff can confirm all tools and knives are accounted for.

Response Needed By: 06/01/2023

Chapter 2911 - Essential Rules Not In Compliance

Total: 1

1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

Inspection Findings:

The required number of hours is being completed for all new hires, however, the training topics required as part of those 120 hours are not being completed.

Corrective Actions:

Ensure that all new correctional officers are completing letters A-O as required. Submit training records to the Department of Corrections by 12/31/2023.

Response Needed By: 12/31/2023

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 4

1. 2911.1000 TRAINING PLAN.

A facility administrator or designee shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented and describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

Inspection Findings:

The facility is completing a training plan; however, it does not list the objectives or training curriculum as part of the plan.

Corrective Actions:

Ensure that the yearly training plan includes the required elements in the rule. Additionally, it is recommended that the facility include scenario-based drills to the yearly training plan to include, man down, cut down, and other jail related emergency drills.

Response Needed By:

2. 2911.1900 POLICY AND PROCEDURE MANUALS.

A facility shall have a written policy and procedure manual that is electronically available to staff and relevant regulatory authorities and defines the philosophy and method for operating and maintaining the facility. This manual shall be made available to all employees, reviewed annually, updated as needed, and staff trained accordingly. The manual shall include, at a minimum, the following chapters: A. correctional standards required under this chapter; B. administration and organization; C. fiscal management; D. personnel; E. training; F. inmate records; G. safety and emergency; H. security and control; I. sanitation and hygiene; J. food service; K. medical and health care services; L. inmate rules and discipline; M. communication, mail, and visiting; N. admissions, orientation, classification, property control, and release; O. inmate activities, programs, and services; and P. a written suicide prevention and intervention plan. The facility administrator or designee shall review policy and procedure manuals at least once each year. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

Inspection Findings:

The policy manual includes the required elements in the 2911 rule; however, it does not include the requirements under statute 241.021.

Corrective Actions:

Update the policy manual to include those statutory requirements. Submit to the Department of Corrections for review by 10/01/2023.

Response Needed By:

3. 2911.2500 SEPARATION OF INMATES. Subpart 1. General.

A combination of separate housing units inclusive of special management areas, general population, and minimum security areas and cells, dormitories, and dayroom spaces shall be provided to properly segregate inmates pursuant to Minnesota Statutes, section 641.14. The facility shall provide for the separate housing of the following categories of inmates: A. female and male inmates; B. community custody inmates such as work release or sentencing to service; C. inmates requiring disciplinary segregation; D. inmates requiring administrative segregation; E. juveniles who do not meet Minnesota statutory requirements for placement with adults; F. special management, general population, and minimum security inmates as considered appropriate to the facilities design intent and classification system; and G. inmates classified as mentally ill or special needs inmates in a manner consistent with Minnesota Statutes, section 253B.05.

Inspection Findings:

Due to physical plant design the facility has difficulty meeting this standard. They are currently meeting the standard by utilizing tiered time out in the housing units and additional movement of inmates in intake.

Corrective Actions:

Continue to keep the DOC Inspection and Enforcement Unit apprised of any architectural design decisions involving remodel or construction activity.

Response Needed By:

4. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 5. Well-being.

A facility shall have a system providing for well-being checks of inmates. A written policy and procedure shall provide that all inmates are personally observed by a custody staff person at least once every 30 minutes. Thirty-minute checks should be staggered. If a well-being check does not occur due to an emergency, it must be documented in the jail log and have supervisory review and approval. More frequent observation is required for those inmates of a special need classification who may be harmful to themselves. Examples of inmates of a special need classification include those classified as potentially suicidal, or as mentally ill, or those experiencing withdrawal from drugs or alcohol.

Inspection Findings:

Well-being checks were viewed to be at too fast a pace to determine the well-being of the inmate.

Corrective Actions:

It is recommended that all staff be trained on the importance and expectations of the facility when conducting well-being checks. This training should be annual and should be documented in facility training records. It is also recommended that a regular auditing process be developed to ensure compliance with the rule.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1**

1. 2911.2700 INFORMATION TO INMATES. Subpart 1. Information made available to inmates.

Copies of policies and rules governing conduct and disciplinary consequences; procedures for obtaining personal hygiene and commissary items; and policies governing visiting, correspondence, bathing, laundry, and clothing and bedding exchange shall be made available to all inmates. Information will be made available to disabled inmates including those that are hearing impaired, visually impaired, or unable to speak in a form that is accessible to them. Information required under this subpart shall be available in English. There shall be procedures in place to address the language barriers of non-English-speaking inmates. Policy and procedures shall ensure, to the extent practical, that inmates who are unable to speak English are provided with the information outlined in this part within 24 hours of admission to the facility in a form that is accessible to the inmate.

Inspection Findings:

The facility is currently using TTY machine for the deaf or hard of hearing.

Corrective Actions:

It is best practice to allow the inmate to determine their preferred method of communication when they are deaf or hard of hearing. This was discussed at the time of the inspection. It is recommended that the jail seek ways in which to incorporate this practice into facility policy.

Response Needed By:

INSPECTION COMMENTS

#1. Policy and procedure manual- Facility Administration has completed their transition to the Lexipol platform for policy. The policies have been updated to reflect the current 2911 rule but are missing the current language from 241.01.

#2. Physical plant- separation. The intake area of the facility is not adequate for the number of bookings being completed annually and does not allow for the required separation requirements under Chapter 2911 standards. The intake area also lacks sufficient space to store inmate property. Due to the number of bookings each year it is recommended this area be staffed with two correctional staff.

Meeting the separation standards in housing units, while operating at capacity, is also difficult given the current configuration. St. Louis County is working with an architectural firm to address these issues. The DOC Inspection and Enforcement Unit has been involved in pre-architectural design meetings to discuss possible remedies. It is recommended that any additional bed space for inmates also include a review of the core functions of the facility including intake areas, kitchen, laundry, storage, and inmate programming to ensure they can support the addition.

Intended Use: There is no provision in the rule that allows for the housing of 3 people in a cell area. The facility must discontinue this practice immediately.

The facility is in need of preventative maintenance. Pipes are in need of repair, vents and shower areas are in need of cleaning and there were multiple cell areas found with graffiti.

The St. Louis County Jail was constructed in 1995. The National Institute of Corrections estimates the life expectancy of a jail run 24 hours a day 7 days a week to be between 25 and 30 years, depending on facility usage. It is recommended the elected officials of St. Louis County continue to study the long-term correctional needs of the community.

The St. Louis County Jail will be placed on annual inspections.

JJDPA Compliance

On March 5, 2023, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The St. Louis County jail has no approval to hold delinquent juveniles.

The St. Louis County Jail held or processed zero (0) juveniles between October 2022 to the date of inspection.

Report completed By: Jen Pfeifer – Senior Detention Facility Inspector

Signature:

